



HOUSEKEEPER/EVENTS WORKER – 2ND SHIFT

Housekeeping and/or Apparel Worker I – Pay Band 1
Positions #00502, #00511, #00513, #00519, #00533, & #00544
Part-Time
\$13.00 per hour
Open to the General Public

The Library of Virginia is seeking a part-time evening Housekeeper/Event Worker to provide a full range of housekeeping and event support services. Normal work hours are 5:00 PM to 9:30 PM with the ability to work Monday through Friday. Selected candidates must also be available to work from 4:00 PM to midnight Monday through Friday, as needed, with the ability to work additional hours on Saturdays from as early as 8:30 AM to as late as midnight for special events. Responsibilities include, but are not limited to, sweeping, dusting, mopping, vacuuming, trash collection and removal, cleaning and disinfecting restrooms, restocking supplies, setting up and arranging furniture for events and disassembling after events.

To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment.

Core Responsibilities

35% - Basic Housekeeping Tasks
20% - Restroom Cleaning
15% - Exterior Cleaning
15% - Event Support Services
10% - Maintain Equipment & Supplies
5% - Other duties as needed

Required Qualifications

- Demonstrated experience in housekeeping in a public, private, or institutional setting;
- Demonstrated experience in supporting special events and meetings in a public, private, or institutional setting;
- Knowledge of cleaning techniques, materials, chemicals, methods, and equipment;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand spoken directions;
- Ability to lift and handle loads up to 50 pounds;
- Ability to climb and work from a ladder;
- Ability to stand for long periods of time;
- Ability to bend and stoop;
- Ability to work with and tolerate exposure to a variety of cleaning products and solutions;
- Ability to work normal hours of 5:00 PM to 9:30 PM Monday through Friday, and be available to work from 4:00 PM to midnight Monday through Friday, if needed; and
- Ability to work additional hours on Saturdays from as early as 8:30 AM to as late as midnight for special events.

Preferred

- Graduation from high school or equivalent preferred; and,
- Commercial cleaning experience preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

Application Instructions: To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for positions #00502, #00511, #00513, #00519, #00533, & #00544.

A record of criminal history does not automatically bar an applicant from consideration. Employment verification and reference checks, to include current/previous supervisors, will be conducted.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act.

An EEO/AA/ADA Employer